



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## REVENUE SELECTION AND REVIEW SUPERVISOR

Job Number: 20001814

Job Code: 95680V120316

Job Group: 9500 - REVENUE

Job Established: 09/01/1982

Job Revised: 03/16/2012

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises employees in the selection and assignment of audits to field personnel OR supervises employees in the review and hearing of appeals on highly technical audits; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree that includes twenty (20) semester hours or thirty (30) quarter hours in accounting and/or finance courses.

#### **EXPERIENCE:**

Must have five years of experience in examining or auditing of Kentucky state tax documents.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Certification as a Certified Public Accountant (C.P.A.) or Certified KY Assessor (C.K.A.) will substitute for the required bachelor's degree and accounting/finance hours. Two years of Kentucky Department of Revenue experience in the auditing of excise, corporation, individual income, withholding, property, sales and use taxes and fifteen (15) semester hours or twenty-three (23) quarter hours of accounting and/or finance courses will substitute for the twenty (20) semester hours or thirty (30) quarter hours accounting/finance course requirement.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, assigns and supervises the work of employees in the audit selection program to ensure maximum revenue yield. Answers technical inquiries from agency staff and from taxpayers or their representatives concerning the interpretation and application of tax laws, regulations, policies and procedures. Drafts final rulings stating the agency's position on protested determinations. Attends conferences with taxpayers and/or their representatives concerning protests filed by taxpayers. Assists agency personnel in the technical aspects of tax cases. Assists in drafting tax regulations and in the development of tax policy. Reviews work of employees and provides training as necessary. Prepares periodic agency reports as required.

**UNIQUE PHYSICAL REQUIREMENTS:**

Some physical effort required.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Duties are generally performed in an office setting. Requires overnight travel both in and out of state.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*